Travel and Expense Reimbursement
Allocating Expenses as a Cost Approver

1. Receive Email Notification

- Cost approvers receive email notifications when expense reports are submitted for their approval, and have 13 days to take action on a report before it is returned to the user.
- Click the link in the email to log into Concur to allocate and approve the report.

2. Go to Required Approvals

There are several ways to go to your required approvals from the home page:

- Click Required Approvals in the Quick Task Bar or in My Tasks.
- Click Approvals in the top menu bar.

3. Review Reports Pending Approval

- Select a report pending approval, Click on the report name to open it.
- Review the report header and confirm the funding source:
  - At the top of the report, click Details, then click Report Header.
  - Confirm that the Funding Account Source is correct. If not, change it then click Save (Figure 1).
- Review exceptions for errors on the report:
  - If an error needs to be corrected by the user, at the top click Send Back to User.
  - Yellow exceptions appear as informational warnings on the report, and may have no action that is required. These will not prevent you from approving the report (Figure 2).

4. Allocate All Expenses

- To allocate a single expense, click on the expense to open it, then click the Allocate button.
- To allocate multiple expenses, at the top of the report click Details, then click Allocations.
- Select the checkboxes for all desired expenses, then click Allocate Selected Expenses.
- Using the Allocate By dropdown, choose to allocate by Percentage or Amount (Figure 3).
- In the Percentage/Amount field, you can split the transaction by typing in a value, or by clicking Add New Allocation. This allows you to allocate the transaction to multiple accounts.

Verify Expenses Are Fully Allocated
Before you click Approve on a report, verify that all expenses are fully allocated.

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Travel and Expense Reimbursement  
Allocating Expenses as a Cost Approver—Continued

4. Allocate All Expenses — Continued

- In the **Approver** field, type the last name of the account approver and select it from the dropdown menu.
- In the **Funding Source** field, select from the dropdown menu.
- In the **Entity** field, select from the dropdown menu.
- In the **Account** field, select from the dropdown menu.
- When finished, verify that the expense is **100% allocated** (Figure 4).

- Click **Save**, then click **Done**.
- Repeat for each expense until all expenses are fully allocated.

5. Verify Expenses Are Fully Allocated

- When finished, verify that all expenses are fully allocated:
  - At the top of the report, click **Details**, then click **Allocations**.
  - Click the **Summary** button.
  - On the **Allocation Summary**, verify that the **Approver**, **Funding Source**, **Entity** and **Account** fields are complete for all expenses (Figure 5).

6. Approve, Forward or Return Report

When you are finished reviewing and allocating the report, at the top choose one of the following options:

- **Send Back to User** — send the report back to the user if it requires correction. As a cost approver, you cannot modify expense reports. In the comment field, provide a clear explanation of the problem, then click OK.

- **Approve** — approve the report for reimbursement if it has been completed correctly and if all expenses are fully allocated. Read the **Final Confirmation** statement and click to **Accept** or **Decline**.

- **Approve & Forward** — approve and forward the report to another cost approver if it requires additional allocation. In the search bar, enter the additional cost approver’s **Last Name** or **Email Address**. Select their name and enter a comment. Click **Approve & Forward**. Read the **Final Confirmation** statement and click to **Accept** or **Decline**.

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